

Adopted: September 2001 , Revised: _____**Class Title: Judicial Executive Assistant****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Functions as the primary nonprofessional assistant to the Chief Judge of the Norfolk Circuit Court including planning, directing and supervising overall work operations of the judge's secretaries and the court docket administrator. Maintains the schedules and personnel/financial records of the secretaries, docket administrator, and the law clerks to the judges

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Prepares the circuit court judges budget for submission to the City of Norfolk.
2	S	Evaluates the need for additional computer hardware and software resources and determines the method for obtaining same.
3	S	Plans, selects and devises office work methods, procedures and work flow necessary to ensure timely performance of duties by subordinates.
4	S	Serves as liaison between the circuit court and other agencies of the city government and other public and private entities.
5	S	Coordinates with the clerk of court regarding matters of court scheduling and work of mutual concern. Performs research and composes report and summaries as assigned by the judges.
6	S	Maintains records regarding positions which are filled through appointment by the circuit court, insures that oaths of office are administered on a timely basis and that orders of appointment are prepared as required. Notifies the Chief Judge when a vacancy occurs or when a term of office expires. Services as liaison between the circuit court and the Supreme Court of Virginia.
7	S	Manages the work flow of all nonprofessional staff; issues instructions covering the work and activities of the subordinate staff; assigns work to and supervises performance of work by subordinates; and ensure that completed work meets required standards of quality

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operations, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Five years in law office management and management.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read financial documents, contracts, various reports, policies and procedures, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and statistics.
Writing	Work requires the ability to write policies and procedures, correspondence, and reports.
Managerial	Managerial responsibilities include delegating work, handling personnel conflicts, facilitating projects, and monitoring software upgrades.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, meetings, presentations, talking to employees on location
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from building floors
Lifting	F	Computer, monitors, printers, boxes, office supplies, files, books, manuals
Carrying	F	Computer, monitors, printers, boxes, office supplies, files, books, manuals
Pushing/Pulling	O	Office furniture, office equipment
Reaching	R	Mailboxes, computer hubs
Handling	F	Computer, monitors, printers, boxes, office supplies, files, books, manuals, cable
Fine Dexterity	F	Computer keyboard, calculator, writing, hooking up computer, use of cable
Kneeling	O	Computer workstation assembly or configuration
Crouching	O	Computer workstation assembly or configuration
Crawling	O	Computer workstation assembly or configuration
Bending	O	Computer workstation assembly or configuration
Twisting	O	Computer workstation assembly or configuration
Climbing	R	Ladder
Balancing	R	On ladder
Vision	C	Computer, desk work, computer workstation assembly or configuration, reading, writing, filing, use of office equipment
Hearing	C	Telephone, co-workers, staff, supervisor, various city contacts including analysts, engineers, managers, secretaries, officers, clerks, Police, attorneys, finance, human resource, facility and enterprise management, meetings, presentations
Talking	C	Telephone, co-workers, staff, supervisor, various city contacts including analysts, engineers, managers, secretaries, officers, clerks, Police, attorneys, finance, human resource, facility and enterprise management, meetings, presentations
Foot Controls	N	
Other (specify)	N	

Adopted: **September 2001** , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, general office supplies, screwdriver, hammer, docking station, scanner, video projector, laptop computer, Standard Microsoft Windows and Office software, DBRS, CMS (FoxPro), CJIS/Pistol2000, Zip Code Directory, Advantage Financial System software (AFIN), Citrix, Michie's Casefinder, PeopleSoft, Norfolk Code, Rightfax, TPX, SMS, WinZip, VEC, MVSP, SCB, Supt.Ct., Control V, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)